Rice University
Graduate Student Handbook

Professional Master's in Industrial Engineering

Table of Contents

Introduction

This handbook provides general guidelines for graduate students in the Master of Industrial Engineering (MIE) program. It is intended to supplement the Rice University General Announcements, which contain graduate school regulations governing students, including deadlines and additional requirements. In addition to complying with the regulations stated in this handbook, students must also comply with the General Announcements and the Code of Conduct.

In case of error, omission, or conflict, policies of the General Announcements supersede those stated within this handbook. If the policies of the program change during a student's tenure at Rice University, the student can elect to continue studies under the complete set of policies in place at the time of his or her matriculation or may choose to follow the updated policies in full. Students may not choose some regulations from one set of policies and some from another. In rare cases, the faculty may apply a new regulation to all students who have not passed a specific milestone (e.g., candidacy) in their program if such a change will not materially affect the progress of the students. Students will be notified of such revisions.

It is the student's responsibility to be familiar with the rules, procedures, and requirements of the Professional Master's program in Industrial Engineering, the Office of Graduate and Postdoctoral Studies, and Rice University. It is the ultimate responsibility of the student to know and follow all polices and timelines to allow for a timely graduation. A student failing to meet department or university requirements is subject to dismissal from the program.

General Requirements

The following regulations concerning the MIE program are in addition to the regulations and deadlines described in the General Announcements. Students are responsible for meeting both the university and program requirements and deadlines.

Courses

- MIE students should consult with the co-directors of the MIE program regarding the courses to take for each semester.
- Courses must be graduate level (500 or above) to count towards the degree.
- Students are required to maintain a 3.0 GPA to remain in the program. If the cumulative GPA falls below 3.0, the student will be placed on academic probation for one semester. If the student's GPA remains below 3.0, he/she will be asked to leave the program.
- No credit toward an advanced degree will be given for a course in which a grade of D or F is received. A graduate student who receives a failing grade will have their record reviewed, and the program will make specific recommendations regarding further study at the university.

Attendance

Attendance at class meetings is essential to academic success. Students are expected to take personal responsibility for class attendance and bear the responsibility for the effect that absences may have upon performance and evaluation in the course with consequences up to and including dismissal from the program.

Students are required to attend all scheduled activities for all of the classes for which they are registered during the entire course of the academic semester for which they are enrolled. Students with a legitimate reason to be absent from a class must specifically request permission from the professor in charge, or explain at the next available opportunity why an unforeseen event prevented them from attending. The academic calendar indicates normal class days, recesses, and holidays. Instructors, however, may schedule required activities on other days, including weekends, if required by programmatic needs, such as guest lectures or field trips.

Transfer Credit

Courses taken at another accredited college or university are not automatically approved for transfer credit. Transfer credit is only granted with approval from the Director of the MIE program. Students should petition in writing, listing not only the grades earned for the courses involved but also describing and matching the transfer class to the Rice equivalent. These courses must not have been used towards the requirements for any degrees received from the previous institution(s). The program will accept up to six credits.

Progress Review

Earning an advanced degree implies a high level of scholastic performance. In order to evaluate progress, the records and research performance of each graduate student will be reviewed annually. If the results of this review are not satisfactory, the program will either specify additional course of study or the student may be dismissed from the university.

Leaves of Absence

A leave of absence may be granted only by the Office of Graduate and Postdoctoral Studies upon recommendation of the program and is granted only to students in good standing. Leave must be approved in advance of the academic semester in question. Normally, a leave of absence is granted for no more than two consecutive semesters. No work toward a degree may be done at Rice (or involve Rice faculty/facilities) during a student's leave of absence.

Appropriate Uses of Technology

Rice University provides a variety of computing and network resources to the Rice community. These resources are to be used in a manner consistent with federal, state and local laws and regulations including U. S. copyright law, and, if travel is involved, the laws of the relevant nation or state (including U.S. export control requirements).

Use of computing, network and digital resources also shall not violate Rice University policies and specialized policies and guidelines created by the Office of Information Technology (OIT), and any legal or contractual requirements of the University (including license agreements and terms of service). Use of all University information technology must be consistent with the University's research, educational and outreach mission. Rice values freedom of expression, the diversity of values and perspectives and the protection of sensitive University and personal data for all members of the Rice University community. Use of University networks and systems unrelated to the University's mission must be limited in time and scope and must not interfere with University functions or operations.

In addition, Rice users are responsible for using Rice-managed technology and Rice data in a responsible manner. Any communication, which is defamatory, harassing, interferes with other uses of University resources or constitutes an improper disclosure of protected University or sensitive personal data is prohibited. Individuals should not use University technological resources for partisan political purposes.

Further details are available in Rice University Policy No. 832.

Honor System

The Honor System is one of the oldest traditions at Rice. Adopted by a vote of the student body in 1916, the system requires each Rice student to help ensure the validity of all examinations and assignments by adhering to a strict code of academic integrity. The Honor System reflects one of our strongest shared community values. It provides benefits such as take-home and unproctored exams. The Honor System also elevates our common experience by placing academic honesty at the center of our curriculum and by asking each of us to live by our honor code on a daily and continuing basis. The Honor System expresses our belief that the integrity of each individual is vital to the integrity of our entire community.

The Honor System is administered by the student Honor Council, whose members are elected annually by the student body. Students agree to report any suspected violations of the Honor Code to the Honor Council, which is responsible for investigating reported violations and recommending penalties where warranted. As a reminder of their commitment, students write and sign the following pledge on all work covered by the Honor Code: "On my honor, I have neither given nor received any aid on this (exam, paper, project, assignment)."

All students at Rice University agree to abide by the Honor Code, which covers such matters as plagiarism and giving or receiving aid on exams. It is the obligation of every student at Rice to read the "Honor System Handbook," and to understand and maintain the honor system at all times. Specific information on the Honor Code can be found at: honor.rice.edu.

Program Requirements

The MIE degree is a non-thesis master's degree. For general university requirements, please see Non-Thesis Master's Degrees. For additional requirements, regulations, and procedures for all graduate programs, please see All Graduate Students. Students pursuing the MIE degree must complete:

- A minimum of 11 courses (31 credit hours) to satisfy degree requirements.
- A minimum of 31 credit hours of graduate-level study (coursework at the 500-level or above).
- A minimum of 9 courses (25 credit hours), including the capstone course (INDE 590), must be taken at Rice University.
- A minimum residency enrollment of one fall or spring semester of full-time graduate study at Rice University.
- A capstone course (INDE 590), which includes a company-provided or research project related to the core requirements in the curriculum.
- A minimum overall GPA of 2.67 or higher in all Rice coursework.

- A minimum GPA of 3.00 or higher in all Rice coursework that satisfies requirements for the non-thesis master's degree.

The courses listed below satisfy the requirements for this degree program. In certain instances, courses not on this official list may be substituted upon approval of the program's academic advisor, or where applicable, the department or program's Director of Graduate Studies. Course substitutions must be formally applied and entered into Degree Works by the department or program's Official Certifier. Additionally, these must be approved by the Office of Graduate and Postdoctoral Studies. Students and their academic advisors should identify and clearly document the courses to be taken.

Core Requirements
INDE 501   FUNDAMENTALS OF INDUSTRIAL ENGINEERING
INDE 545   PRESCRIPTIVE ANALYTICS
STAT 571   PROBABILITY AND STATISTICAL INFERENCE
STAT 572   STOCHASTIC PROCESES AND SIMULATION
INDE 543   MANUFACTURING PROCESSES AND SYSTEMS

Students must take at least one of the following three courses:

MECH 503   COMPUTER AIDED DESIGN
INDE 509   INTRODUCTION TO HUMAN FACTORS ENGINEERING
PSYC 535   HUMAN FACTORS/ERGONOMICS

In addition to the above core requirements, students must complete 3 courses (9 credit hours) from the George R. Brown School of Engineering.

MIE students are also required to complete a capstone course (INDE 590), which includes a project related to the core requirements in the curriculum. With the approval of the course instructor, the student must prepare a final report for the project, and present it in class. Topics must be approved no later than the end of the fourth week of the semester. Students are strongly encouraged to consult with the Center for Written, Oral, & Visual Communication (https://cwovc.rice.edu/) when preparing their written report and oral presentation. Should the faculty evaluation of the report or presentation prove to be "Unsatisfactory" then the report and/or presentation will be re-done until it is evaluated to be "Satisfactory".

Advising
The co-directors of the MIE program are the official advisors to MIE graduate students and are available to consult with students about progress and help them select courses.

Graduation
All degree candidates are required to apply for their degree with the Office of the Registrar during the semester in which they wish to graduate. Please check the academic calendar for exact deadlines. Applications for degree can be found in a student's Esther Account.

Degrees are conferred three times a year (August, December and May); however, commencement happens once a year in May. All August and December degree candidates are invited to participate in May commencement activities.

Approval of Non-thesis Certification

Degree certifications are conducted via Degree Works. Degree Works is a web-based, degree auditing and tracking system that enables students and departments to evaluate academic progress towards graduation in accordance to university and department requirements. Students can access Degree Works by logging on to their Esther account.

Certification, approval and final clearance for graduation is performed first by the MIE Program, and then by the Office of Graduate and Postdoctoral Studies.

Guidelines for Dismissals, Petitions, Appeals, Grievances and Problem Resolution

Students are encouraged to download and read the Office of Graduate & Postdoctoral Studies' guidelines for dismissal, petitions, appeals, grievances and problem resolution that can be obtained from the web site:

https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/

In accordance with these guidelines, petitions, appeals, grievances and problems will be handled by the co-directors of the MIE program. They will conduct an investigation of the circumstances and reach a decision regarding the case. Any decision they make can be appealed to the Dean of Engineering. The Dean will look at every case after viewing a written report from the co-directors of the MIE program and any written report the student wants to provide. The written report from the co-directors of the MIE program will describe the circumstances, the decision, and the rationale for the decision. The written report will be made available to the student, except for redactions to protect the privacy of other students.

Title IX

Rice encourages any student who has experienced an incident of sexual, relationship, or other interpersonal violence, harassment or gender discrimination to seek support. There are many options available both on and off campus for all graduate students, regardless of whether the perpetrator was a fellow student, a staff or faculty member, or someone not affiliated with the university.

Students should be aware when seeking support on campus that most employees are required by Title IX to disclose all incidents of non-consensual interpersonal behaviors to Title IX professionals on campus who can act to support that student and meet their needs. The therapists at the Rice Counseling Center and the doctors at Student Health Services are confidential, meaning that Rice will not be informed about the incident if a student discloses to one of these Rice staff members. Rice prioritizes student privacy and safety, and only shares disclosed information on a need-to-know basis.

If you are in need of assistance or simply would like to talk to someone, please call Rice Wellbeing and Counseling Center, which includes Title IX Support: (713) 348-3311 Policies, including Sexual Misconduct Policy and Student Code of Conduct, and more information regarding Title IX can be found at safe.rice.edu.

Contact Information

Co-Director of MIE
Dr. Andrew Schaefer
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713-348-4178
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Co-Director of MIE
Dr. Eylem Tekin
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Resources

Academic Calendar: registrar.rice.edu

Award Opportunities: engineering.rice.edu/gradopps

Counseling Center: wellbeing.rice.edu

Course Catalog: courses.rice.edu

Forms: graduate.rice.edu/forms

General Announcements: ga.rice.edu

Graduate and Postdoctoral Studies Office: graduate.rice.edu

Honor System and Code of Student Conduct: honor.rice.edu

International Student Information: oiss.rice.edu

Library: library.rice.edu

Map of Campus: rice.edu/maps

Parking: parking.rice.edu

Professional Development Workshops: graduate.rice.edu/profdevelopment

Recreation Center: recreation.rice.edu

Registration: graduate.rice.edu/registration

Technology Support: it.rice.edu

University Fellowships and External Funding: graduate.rice.edu/universityfellowships